

Retention and Classification Report

Agency: Lehi City (Utah). Library (2542)

120 North Center St.
Lehi, UT 84043

Records Officer

13896 Annual report

AGENCY: Lehi City (Utah). Library

SERIES: 13896

4

TITLE: Annual report

DATES: 1919-1922; 1924-1930; 1932-

ARRANGEMENT: Chronological

DESCRIPTION:

Annual report by the library directors required by UCA 9-7-506 (1) (1992) "to the county governing body on the condition and operation of the library, including a financial statement," also used to inform the general public regarding the operations of the library. Includes income and expenditure budget figures, circulation and other figures, and may include a brief description of the previous year's activities.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/05/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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PRIMARY CLASSIFICATION:

Public